



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

March 16, 2017

7:00 p.m.

- 1) Call to Order** – Chairman Theresa Stein
- 2) Pledge of Allegiance**
- 3) Agenda Amendments** (Planning Commission and Staff)
- 4) Commissioner Disclosures**
- 5) Public Hearings**
 - a) None Scheduled
- 6) Presentations**
 - a) None Scheduled
- 7) Discussion Items**
 - a) None Scheduled
- 8) Action Items**
 - a) SUP16-02 – Virginia Regional Transit Commuter Parking Lot
Note: Any Discussion Item may be added as an Action Item during the meeting by motion of the Planning Commission.
- 9) Information Items**
 - a) Status of Priority Work Items
- 10) Citizen Comments** – All citizens who wish to speak about an item or issue that is not listed for a public hearing will be given an opportunity to speak (3 minute limit per speaker).
- 11) Council Representative's Report**
- 12) Chairman's Comments**
- 13) Planning Commissioners' Comments**
- 14) Approval of Minutes**
 - a) February 2, 2017 Regular Meeting
 - b) February 2, 2017 Work Session
 - c) February 16, 2017 Regular Meeting
- 15) Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory or mental disability in order to participate in this meeting OR if you would like an expanded copy of this agenda, please contact the Department of Community Development at (540) 338-2304 at least three days in advance of the meeting. Expanded copies of the agenda may not be available the night of the meeting, please request a copy in advance.

USE OF ELECTRONIC DEVICES DURING MEETINGS For the comfort and consideration of others, all cellular phones must be turned off and cannot be used in the Council Chambers. Pagers must be set on silent or vibrate mode. This is requested because of potential interference with our recording devices and the transmittal of our hearing impaired broadcast.



STAFF REPORT
ACTION ITEM

Item # 8a

SUBJECT: SUP16-02 – Virginia Regional Transit Commuter Parking Lot

DATE OF MEETING: March 16, 2017

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

Application Information		
Applicant Eric E. Zicht Zicht & Associates, PLC 16940 Simpson Circle Paeonian Springs, VA 20129	Property Owner Virginia Regional Transit 109 N. Bailey Lane Purcellville, VA 20132	Designer/Engineer Same as Applicant
Submission Date August 12, 2016	Planning Commission Public Hearing Date February 16, 2017	Town Council Public Hearing Date Not Yet Scheduled

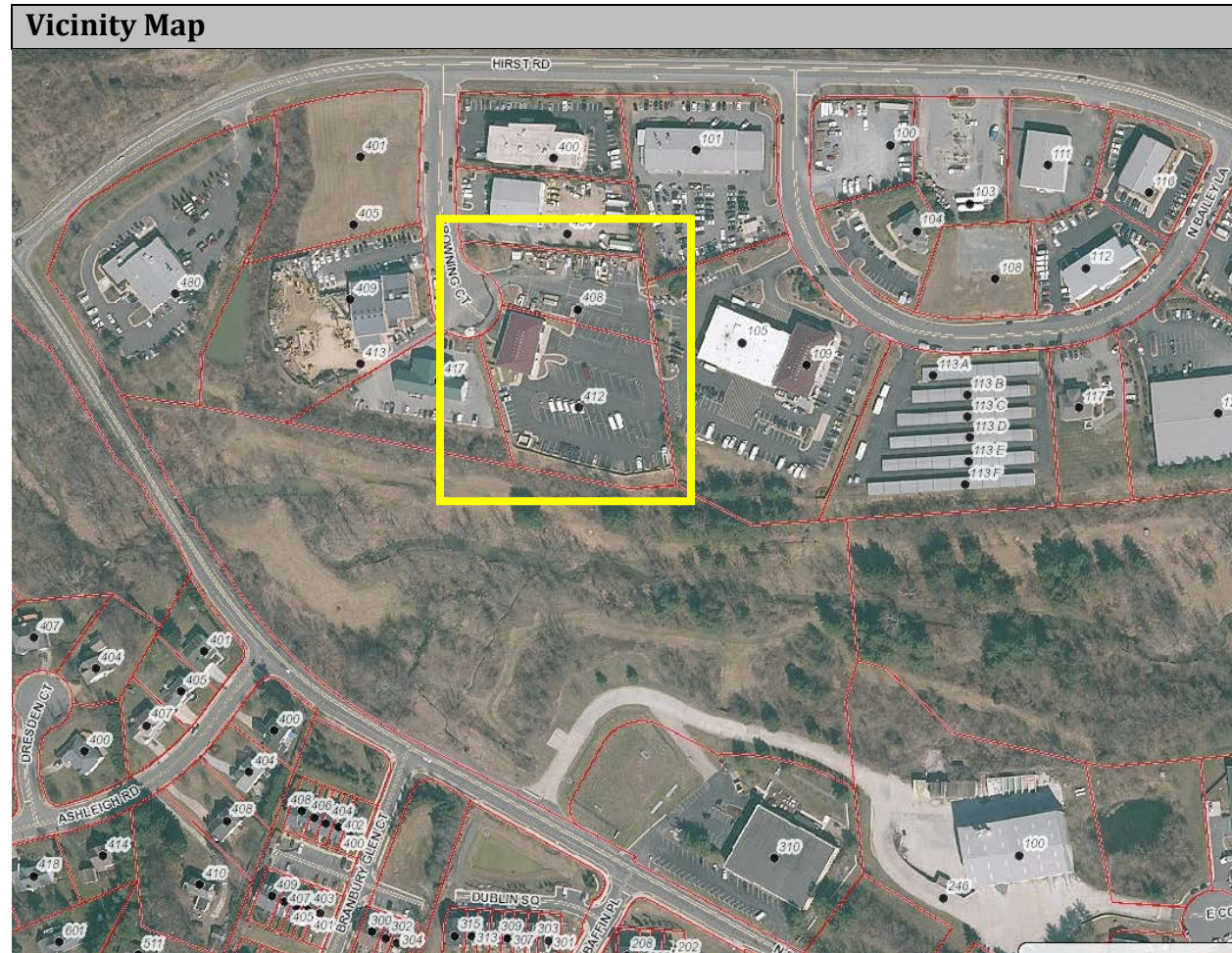
Property Information				
PIN	Tax Map	Address	Current Zoning	Acres
487-15-8360-000	/35//46/////7/	408 Browning Court	CM-1	0.88
487-15-8142-000	/35//46/////6/	412 Browning Court	CM-1	1.94

Special Use Requested
SUP16-02
Commuter Parking Lot

SUMMARY and RECOMMENDATIONS:

Eric Zicht of Zicht & Associates, PLC in Paeonian Springs, Virginia has submitted a special use permit application (coded by the Town as SUP16-02), on behalf of property owner Virginia Regional Transit, that seeks approval of a “commuter parking lot” of up to 250 parking spaces on two parcels at 408 and 412 Browning Court, Purcellville, Virginia. These parcels have a zoning district designation of CM-1 (Local Service Industrial) and were previously used as a parking lot for buses. This application proposes to restripe the existing parking lot for a commuter parking lot and has requested that the Zoning Ordinance’s requirements for interior parking lot landscaping be waived. A public hearing on SUP16-02 was held before

the Planning Commission on February 16, 2017. Staff is recommending approval of this application with conditions and approval of the requested waiver.



BACKGROUND:

Property Description

Special use permit application SUP16-02 involves two parcels owned by Virginia Regional Transit (the “Property”). The first parcel consists of 0.88 acres and is addressed as 408 Browning Court, Purcellville, Virginia. The first parcel is further identified in the Loudoun County land records as Tax Map Number /35//46/////7/ and Parcel Identification Number 487-15-8360-000. The second parcel consists of 1.94 acres and is addressed as 412 Browning Court, Purcellville, Virginia. The second parcel is further identified in the Loudoun County land records as Tax Map Number /35//46/////6/ and Parcel Identification Number 487-15-8142-000.

The Property, located southeast of the intersection of Hirst Road and Browning Court, has a zoning district designation of CM-1 (Local Service Industrial) and a planned land use of “Flex Office/Light Industrial.” The Property is bounded to the north, east, and west by other developed properties zoned CM-1 and is bounded to the south by a Town-owned property zoned IP (Institutional and Public Use) which is part of the Suzanne R. Kane Nature Preserve.

SUP16-02 Description

The SUP16-02 application consists of the following documents (available at <http://purcellvilleva.gov/DocumentCenter/Index/264>):

1. A Completed Special Use Permit Application Form;
2. A Statement of Justification (including a description of the proposed use and hours of operation);
3. A Special Use Permit Concept Plan; and
4. A Traffic Impact Analysis.

SUP16-02 seeks authorization for the special use of a “commuter parking lot” on the Property. This use is defined by the *Zoning Ordinance for the Town of Purcellville, Virginia* as “a facility designed for short term parking of vehicles where the occupants of such vehicles transfer to public transit to continue their trips.” The Property was previously used as a parking lot for buses, and SUP16-02 proposes to restripe the existing parking lot for a commuter parking lot of up to 250 parking spaces. Because the application would be reusing an existing parking lot, it also requests that the Zoning Ordinance’s requirements for interior parking lot landscaping be waived. No additional development is currently proposed for the Property.

ANALYSIS:

There are certain relevant factors that should be considered for any special use permit application. Article 8, Section 1.2 of the *Zoning Ordinance of the Town of Purcellville, Virginia* states:

A special use permit should be approved only if it is listed as allowed by special use permit in the district regulations and only if it is found that the location is appropriate and not in conflict with the comprehensive plan, that the public health, safety, morals, and general welfare will not be adversely affected, that adequate utilities and off-street parking facilities, if applicable, will be provided, and that necessary safeguards will be provided for the protection of surrounding property, persons, and neighborhood values, and further provided that the additional standards of this article are complied with.

The requested use is listed in Article 4, Section 1.1 of the Zoning Ordinance as a use allowed by special use permit in the CM-1 zoning district while the remaining factors to be considered are addressed in the applicant's Statement of Justification.

Since being submitted and then verified as complete in September 2016, the SUP16-02 application was distributed for three rounds of review by the Town and external review agencies. Following each round, the applicant submitted response comments and revised application documents. Town Staff determined that the fourth submission had addressed all significant review comments on January 13, 2017. Town Staff largely agrees with the contents of the application. Overall, the requested special use complies with the comprehensive plan and generally satisfies the other issues listed for consideration in the Zoning Ordinance. The necessary utilities are already in place on the site, and there should be no adverse impact to water quality or air quality. Air quality may ultimately be improved due to the removal of the bus passengers' automobiles from the local and regional roadways.

The application also requests a waiver from the Zoning Ordinance's requirements for interior parking lot landscaping. Such waivers may be authorized per Article 8, Section 1.3 of the Zoning Ordinance which states:

Approval of a special use permit shall comply with the specific guides and standards for particular uses contained in this ordinance unless the Town Council approves a waiver of such standard based on a specific recommendation by the Planning Commission that compliance with the standard is clearly unnecessary to the purposes of this ordinance.

Because SUP16-02 is simply proposing to restripe and reuse an existing parking lot, Staff believes that requiring the applicant to comply with the interior parking lot landscaping requirements is counterproductive and clearly unnecessary to the purposes of the Zoning Ordinance. In order to comply with these standards, the applicant would have to demolish and remove a substantial amount of the parking lot. This would result in a reduction of the capacity of the commuter parking lot by dozens of parking spaces which would otherwise be available to park personal automobiles thereby removing them from the local and regional roadways. Furthermore, approval of the waiver would not be contrary to the overall purposes of the Zoning Ordinance (see Article 1, Section 3) nor the purpose of a special use permit (see Article 8, Section 1.1) as the size and design of the parking lot as a physical structure would be unchanged.

ISSUES:

During the February 16th public hearing, Pete Sacripanti of GeoStructures at 413 Browning Court spoke and noted concerns about SUP16-02's proposal to utilize the Browning Court cul-de-sac as the location for riders to get on and off the commuter buses and the potential number of buses using the lot. These comments led to further discussion by the Planning Commission related to the feasibility of turning a bus around within the cul-de-sac and whether the parking lot could be reconfigured to allow riders to embark and disembark buses from a location within the lot.

Based on the Planning Commission's discussion, Staff supplied the following questions to the applicant on February 17th for their consideration:

1. Can the parking lot design be reconfigured to allow buses to pick up patrons within the property instead of on the street? How many parking spaces would be lost in order to do this? Is Loudoun Transit willing to entertain this option?
2. Can you provide verification that a transit bus can turn around within the cul-de-sac?
3. A concern was expressed about a potential increase in the number of buses using the lot due to the increased number of parking spaces. Would Loudoun Transit be willing to suggest a maximum cap on the number of buses using the lot that could be used in a condition to create some certainty for the Commission and neighboring businesses?
4. Given that Loudoun hopes to move forward with constructing a permanent commuter parking lot in the near future, would Virginia Regional Transit or Loudoun Transit be willing to suggest a limit on the duration of the approval that could be used in a condition to create some certainty for the Commission and neighboring businesses?
5. Would Virginia Regional Transit or Loudoun Transit be willing to add the recommended additional sidewalk and/or bike racks and lockers to the proposal?

In response, a revised Sheet 2 of the concept plan was provided by Zicht & Associates including a bus turning radius diagram verifying that a transit bus can turn around within the cul-de-sac (Attachment 1), and Kathleen Leidich, Loudoun County's Assistant Director for Transportation Planning and Operations, has provided a document responding to the questions above (Attachment 2).

FINDINGS:

1. The proposed special use is allowed in the CM-1 district by special use permit (Zoning Ordinance – Article 4, Section 1.1).
2. The application complies with Article 8, Section 1 (Special Use Permit) of the Zoning Ordinance.

3. The proposed use advances the goals and strategies established in the *Purcellville, Virginia 2025 Comprehensive Plan*.
4. Because the application is proposing to restripe and reuse an existing parking lot that will be otherwise unchanged from a physical standpoint, compliance with the Zoning Ordinance's interior parking lot landscaping requirements is clearly unnecessary to the purposes of the Zoning Ordinance.

MOTIONS:

Conditional Approval with Waiver Approval (as presented) – RECOMMENDED

For the reasons stated in the staff report dated March 16, 2017, I move that the Purcellville Planning Commission forward to Town Council, with a recommendation to approve, SUP16-02 allowing a commuter parking lot to be located at 408 and 412 Browning Court with the following condition:

1. The use shall be developed as shown on the concept plan submitted with the application entitled "Virginia Regional Transit Commuter Parking Lot Special Use Permit SUP16-02 Concept Plan," prepared by Zicht and Associates, PLC, and dated January 12, 2017.

I further move that, for the reasons stated in the March 16, 2017 staff report, the Planning Commission recommend that Town Council approve a waiver of the Zoning Ordinance's interior parking lot landscaping requirements for SUP16-02 as compliance with these regulations is clearly unnecessary to the purposes of the Zoning Ordinance.

-OR-

Conditional Approval with Waiver Approval (with additional conditions)

For the reasons stated in the staff report dated March 16, 2017, I move that the Purcellville Planning Commission forward to Town Council, with a recommendation to approve, SUP16-02 allowing a commuter parking lot to be located at 408 and 412 Browning Court with the following conditions:

1. The use shall be developed as shown on the concept plan submitted with the application entitled "Virginia Regional Transit Commuter Parking Lot Special Use Permit SUP16-02 Concept Plan," prepared by Zicht and Associates, PLC, and dated January 12, 2017.
- 2.
- 3.

(motion continues on next page)

I further move that, for the reasons stated in the March 16, 2017 staff report, the Planning Commission recommend that Town Council approve a waiver of the Zoning Ordinance's interior parking lot landscaping requirements for SUP16-02 as compliance with these regulations is clearly unnecessary to the purposes of the Zoning Ordinance.

-OR-

Conditional Approval without Waiver Approval (with additional conditions)

For the reasons stated in the staff report dated March 16, 2017, I move that the Purcellville Planning Commission forward to Town Council, with a recommendation to approve, SUP16-02 allowing a commuter parking lot to be located at 408 and 412 Browning Court with the following conditions:

1. (*NOTE: If waiver approval is not recommended, the concept plan will have to be amended, so one or more conditions will be necessary to define how it should be amended.*)
- 2.
- 3.

-OR-

Disapproval

I move that the Planning Commission forward to Town Council, with a recommendation to disapprove for the following reasons, SUP16-02 allowing a commuter parking lot to be located at 408 and 412 Browning Court:

- 1.
- 2.
- 3.

ATTACHMENTS:

1. Revised Sheet 2 of SUP16-02 Concept Plan (including bus turning radius diagram)
2. Loudoun County Response Document from Kathleen Leidich

These materials and others pertaining to SUP16-02 can be found at:

<http://purcellvilleva.gov/DocumentCenter/Index/264>

Town of Purcellville Planning Commission

March 16, 2017



Follow up Questions

Can parking lot be reconfigured to allow buses to pick up patrons within lot instead of on cul-de-sac?

- The 45 ft. Coach buses that are used to provide service from the park/ride lot can make the turn on the cul-de-sac, even with parked cars and equipment present, and are able to pick up passengers at the front of the building. Because the buses are able to make the turn and pick up passengers without entering the park/ride lot, reducing parking spaces would not be necessary.
- AM buses will have completed service to the lot by 7:00 AM, which is likely before most of the businesses on the cul-de-sac start daily operations.



Follow up Questions

Provide verification that the buses can make the turn in the cul-de-sac

- The cul-de-sac has a radius of 54 ft. face-of-curb which provides adequate turning space for a 45 ft. commuter coach, even with vehicles and equipment parked in the cul-de-sac.



Follow up Questions

Provide verification that the buses can make the turn in the cul-de-sac



Follow up Questions

Concerns regarding number of buses, duration of the park/ride use of the lot, sidewalk/bike racks and lockers.

- For at least the past 10 years, the parking lot has been used for bus storage by Loudoun Transit and/or VRT (40 to 100 buses). Current service projections for the lot include 8-13 bus trips in the AM and 10-15 bus trips in the PM, which is less bus traffic than was generated by the previous bus storage use.
- AM buses will complete service to the lot by 7:00 AM, which is likely before most of the businesses on the cul-de-sac start daily operations.
- The future Western Loudoun Park/Ride lot to be located in Fields Farm Park is currently in the engineering design procurement phase with no proposed completion date, as such, the County would be opposed to limiting the duration of the use of the VRT park/ride lot.
- The County would not be opposed to the installation of bike racks and/or bike lockers on the VRT park/ride lot and would not be opposed to the installation of sidewalk to the lot.



Kathleen R. Leidich, AICP

Assistant Director of Transportation Planning and Operations

Kathleen.Leidich@Loudoun.gov





STAFF REPORT **INFORMATION ITEM**

Item # 9a

SUBJECT: Status of Priority Work Items

DATE OF MEETING: March 16, 2017

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

This report briefly summarizes any recent updates on the status of the Planning Commission's priority work items.

1. Comprehensive Plan Update – The consultant team is continuing to create the initial draft of the plan. Staff and the consultant team are holding weekly calls to discuss questions as they arise and the overall status of the ongoing work.
2. Tree Preservation Regulations – No change.
3. OA16-01 Stream and Creek Buffer Zoning Ordinance Text Amendment – The Town Attorney, Sally Hankins, completed a review of the draft amendment. She found that the draft, and even the language of the current ordinance, may not comply with the limitations that Code of Virginia §§ 15.2-960 through 15.2-961.1 places on when the Town can require tree plantings. The Town Attorney then met with Commissioner Paciulli and Chairman Stein to discuss her concerns. As drafting defensible tree planting requirements will be time consuming and involve more detailed work, they decided at the meeting that it would be best to pursue an interim solution focused solely on requiring a buffer. The Town Attorney is now working to revise the draft in this fashion. Tree planting requirements will be handled in a later amendment once Staff has the necessary time available to devote to the topic.
4. Reduce Maximum Building Heights in the C-4 District – Commissioner Paciulli is working on a draft redline document incorporating the recommended revisions resulting from his meeting with Board of Architectural Review members, and he hopes to have it ready in time for a discussion of the draft with the Planning Commission at the March 16th meeting. If Commissioner Paciulli is able to complete the draft in time, it will be provided in a supplemental agenda packet the week of the meeting.

5. Civil Penalties – Staff is close to finalizing an initial draft of these regulations. The draft language will be based off of the civil penalties regulations of Albemarle County which were recommended as a model by the Town Attorney. It is anticipated that a draft will be ready for the April 6th Planning Commission meeting.
6. Sign Regulations – No change.
7. Accessory Dwelling Standards – No change.
8. Legislative Applications
 - a. *CPA15-01 O'Toole Property (Designate as Mixed Use Commercial)* – No change.
 - b. *RZ15-02 O'Toole Property (X to MC)* – No change.
 - c. *SUP16-01 7-Eleven Fueling Station Expansion* – No change.
 - d. *CPA16-01 Village Case (Neighborhood Commercial & Institutional/Government to Residential)* – No change.
 - e. *PCA16-01 Village Case (Commercial & Church to Single-family Detached Residential)* – No change.
 - f. *SUP16-02 Virginia Regional Transit Commuter Parking Lot* – The Planning Commission held a public hearing for this item at the February 16th regular meeting. The next day, Staff provided the applicant with a list of the questions and concerns expressed during the hearing. The applicant provided a digital copy of a revised concept plan showing that the largest bus available can complete a turn within the cul-de-sac on February 23rd. Further responses to the issues raised during the public hearing were provided by the applicant on March 7th.

**MINUTES
PLANNING COMMISSION REGULAR MEETING
FEBRUARY 2, 2017, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

PRESENT: Chip Paciulli, Vice Chairman
Britt Adkins, Planning Commissioner
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
David Estey, Planning Commissioner
Kelli Grim, Planning Commission/Council Liaison

ABSENT: Theresa Stein, Chairman

STAFF: Daniel Galindo, AICP, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER OF REGULAR MEETING:

Vice Chairman Chip Paciulli called the Planning Commission Regular Meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

Commissioner Grim stated she attended the Chamber's legislative breakfast and was seated next to the developer that is going to have an open forum about a possible senior facility at the Stupar property on Hirst.

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

None

ACTION ITEMS:

None

INFORMATION ITEMS:

a. Status of Priority Work Items

Daniel Galindo stated that he had no updates to the status of priority work items staff report. Chip Paciulli noted he met with members of the BAR regarding the downtown building heights and that he would write down notes from the meeting and share them with the BAR. Once approved, Commissioner Paciulli stated he would send them to Daniel Galindo.

Commissioner Paciulli added that no further work had been done on the stream setbacks but that he would try to work on something before the next meeting.

b. SUP16-02 – Virginia Regional Transit Commuter Parking Lot

Daniel Galindo stated that, in preparation for the public hearing, the Commission was provided the application for review and asked the Commissioners if they had any comments, questions or concerns.

Commissioner Paciulli stated he went to the site and took pictures from two views from the two different townhouse projects and talked about the view during the winter time. Commissioner Paciulli added that he feels that the fence does not provide enough coverage.

Commissioner Stinnette stated he is a long-commute bus rider and uses the lot at St. Andrews. Commissioner Stinnette added that one of the unintended consequences of the new location is that there will be a significant increase in the amount of through traffic on Country Club Road. Commissioner Stinnette talked about the calming measures that have been installed on Country Club Road to attempt to mitigate through traffic. Commissioner Stinnette stated that he expects that community to express their concerns with this if they are aware of it, and that the Town should look at a communication strategy with that community and also see if there is anything else that can be done.

Commissioner Grim asked if the St. Andrews lot would go away or remain as is. Daniel Galindo stated that the intent is to remove the lot at St. Andrews and that discussions took place with Patrick Henry about adding another lot; however, if this is approved, they would not pursue that option.

Commissioner Grim asked about the status of the Fields property having a park and ride. Daniel Galindo stated that the agreement with VRT would be a lease. Mr. Galindo added that the County would like, if possible, to move the park and ride onto the Fields Farm/Woodgrove property; however, there are no plans for that in the near future. Commissioner Grim asked

Daniel Galindo if he could get a response in writing as to what the status is of Fields Farm and state that she feels that this is something that will come up in the public hearing.

Commissioner Grim stated she agreed that the screening is not acceptable, lease or not, and that Valley Energy has shielded fencing. She stated that she is reviewing for standards that would need to be considered. Commissioner Grim added that the comprehensive plan talks about having a commuter lot but not at 250 and that her concern is Hirst Road. She stated that she has not seen the traffic study. Daniel Galindo confirmed that the traffic study is online. Commissioner Grim added that it would be helpful to know where the County stands on the Fields Property. Commissioner Grim added that she would contact the HOA president so that they can get the word out. Commissioner Stinnette stated that he suspects a traffic light will be needed at Hatcher and Hirst in the future.

Commissioner Adkins asked if there is a possibility of increasing the number of buses or the amount of time that they go into the city. Commissioner Stinnette stated that between St. Andrews and Harmony there are about ten or so buses and that the ridership out of the two locations does not justify adding buses. Commissioner Adkins agreed that it is important to understand the long term plan. Daniel Galindo stated that part of the County's concern with the St. Andrew's site is that the agreement with St. Andrews has a phasing system in place which decreases the number of spaces available for the park and ride over time which is why they are looking for a larger space. Commissioner Paciulli requested that they also discuss tree plantings and understands that there may be an issue with a waterline.

CITIZEN COMMENTS:

Eric Zicht, Engineer, stated he is working for VRT who owns the site. He stated that VRT was approached by the Loudoun County Transit Department as the County was looking for a long term home for their commuter parking lot for their buses, and that they have asked for approximately 250 spaces. Mr. Zicht talked about the landscaping and added they are not planning to have any large buses or vehicles within the lot as shown in the pictures provided by Commissioner Paciulli. Mr. Zicht added there are plans for a six foot high solid wall to shield personal vehicles. Mr. Zicht added that because of the Town's waterline easement they cannot plant in the easement unless the easement is modified by the Town or unless the Town vacates the easement.

Commissioner Stinnette suggested that Mr. Zicht drive the route through Country Club during rush hour to see the traffic impacts to the community.

COUNCIL REPRESENTATIVE'S REPORT:

Commissioner Grim talked about the Pat DiPalma-Kipfer property to include her requests and the staff meeting which helped to pare down the requests. Commissioner Grim stated that the process is confusing and convoluted being that Ms. DiPalma-Kipfer is in an unusual situation. Commissioner Grim added that in 2011 after public hearings took place, her property was designated mixed commercial in the future on the planned land use map and added that Council

did not go the next step at the following meeting to pass a resolution to make it a legislative action. Commissioner Grim stated that this will take place at the February 14th Town Council meeting.

Commissioner Grim suggested that the Commissioners go online and look at the community development report and the vacancy reports. Commissioner Grim stated she attended the Chamber legislative meeting where it was noted that the County has about a 9% commercial vacancy rate but is bringing on a lot of new space.

Commissioner Grim talked about the VML updates and the letters that were sent about a bill that would gut the local zoning authority and require localities to allow all wireless companies to have facilities in right of ways and on locally owned properties up to 150' towers. Commissioner Grim added that she learned today that this effort was indefinitely suspended.

Commissioner Grim referenced the AirBnB bill and that VML is requesting support letters which will help reign in funds in lost income.

Commissioner Grim talked about the relationship between the east and west parts of the County which was discussed in the Chamber legislative meeting, and how the County is doing a better job in working with the west.

Commissioner Stinnette asked Commissioner Grim where the Council stood on items 3-5 regarding the Kipfer issue. Commissioner Grim stated that only the first item was passed and that her planned land use designation stands as it should. She stated that it is an unintended consequence of a Council not adopting, readopting or acknowledging or having maps that show from 2011 all of the changes that occurred. Commissioner Grim added that it will be a part of the process and is on the planned land use map designated as commercial along with other things that are not in the existing comprehensive plan and have not been shown in records and maps. Commissioner Grim added that a resolution will be presented and is only a completion of an action that was not taken by the governing body.

Commissioner Stinnette asked for confirmation there would not be a zoning map amendment application. Commissioner Grim confirmed and added there would be no rezoning and that staff was not asked to do work associated with items three and four and that the Town would not be extending water and sewer lines to her property. Commissioner Grim stated that is a big misconception and not interpreted correctly. Commissioner Grim added that her discussion about water and sewer had to do with her property being annexed by the Town, and with PUGAMP, there is an annexation agreement which states that the Town is required to provide all government services. Commissioner Grim added that Ms. DiPalma-Kipfer mentioned speaking to legal counsel about this, that this happened during a time when things were happening quickly, and she does not believe this was addressed at that time. Commissioner Grim noted that Ms. DiPalma-Kipfer does not have any utility services like anyone else in the Town.

Commissioner Stinnette summarized that item five was deferred to legal counsel and items three and four would have required extensive staff time and were not acted upon. Commissioner Grim

stated they were not acted on at that meeting and that Council is not going to ask staff to move forward; however, she feels it is important to point out that a system needs to be in place that will not let this happen again. Commissioner Grim added that updating items as they occur in the future was also discussed.

Commissioner Paciulli asked for clarification that the property will be planned for commercial or retail. Commissioner Stinnette confirmed that it will be mixed commercial. Commissioner Paciulli stated that the property will not be zoned so that if someone wants to do something with it that they would have to go through the process. Commissioner Grim stated the Browning property she referenced is why she used the term rezoning because she did not clearly understand that a zoning district was placed on the property extending from Browning down the road, which is what she was attempting. Commissioner Grim added that if the Planning Commission wanted to advise that she lose that and it be removed, she is not sure how that would be done but feels public hearings would need to take place possibly to leave her as transition x or as a residential property.

Commissioner Paciulli added he just wanted to make sure she would have a planning designation but that someone would have to go through a rezoning to do it.

CHAIRMAN'S COMMENTS:

Commissioner Paciulli asked Commissioner Grim if the Town has a target vacancy rate. Commissioner Grim stated that, now that the information is being consistently gathered, EDAC is working on what that might be by comparing to other municipalities the Town's size and scope.

PLANNING COMMISSIONERS' COMMENTS:

None

APPROVAL OF MINUTES:

- a. January 19, 2017 Regular Meeting
- b. January 19, 2017 Work Session

Commissioner Van Istendal made a motion to approve the minutes of the January 19, 2017 Regular Meeting. The motion was seconded by Commissioner Stinnette and passed with one absent and one abstention by Commissioner Paciulli since he was not at the meeting.

Commissioner Van Istendal made a motion that the January 19, 2017 Work Session minutes be approved. The motion was seconded by Commissioner Stinnette and carried with one absent and one abstention by Commissioner Paciulli.

ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 7:47 PM. The motion was seconded by Commissioner Van Istendal and carried with one absent.

Chip Paciulli, Vice Chairman

Diana Hays, Town Clerk

**MINUTES
PLANNING COMMISSION WORK SESSION
FEBRUARY 2, 2017
TOWN HALL HERITAGE ROOM**

PRESENT: Theresa Stein, Chairman (arrived at 8:07 PM)
Chip Paciulli, Vice Chairman/Planning Commissioner
Britt Adkins, Planning Commissioner
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
David Estey, Planning Commissioner
Kelli Grim, Planning Commission/Council Liaison

ABSENT: None

STAFF: Daniel Galindo, AICP, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER OF WORK SESSION:

Vice Chairman Paciulli called the Planning Commission Work Session to order at 7:53 PM.

CHAIRMAN'S COMMENTS:

None

DISCUSSION OF DRAFT DOCUMENTS FOR COMPREHENSIVE PLAN:

Daniel Galindo stated that, to clarify the discussion that took place before the work session, one of the questions was whether the adoption of the new plan would change designations that are on the previous plan, and he confirmed that it would. Mr. Galindo added that there would be public hearings before the Planning Commission and the Town Council on the new document.

Commissioner Stinnette stated that work would need to be done to make the zoning consistent with the land use. Daniel Galindo stated it would depend on what ends up being on the maps.

Mr. Galindo referenced the Draft #1 map and the eight items that required feedback.

- 1) The Planning Commission will note the names of a few Managed Change Areas have changed since the concept draft. "Downtown" has changed to "Downtown – South." "East Main Street" has changed to "East Main Corridor," and "Hirst Road" has changed to "Hirst Corridor." Do these names seem more appropriate?

Commissioner Adkins stated she liked street versus corridor as a personal preference.

Commissioner Grim agreed and feels corridor feels metropolitan and that the term “Gateway” is smaller. Commissioner Grim asked what the word “commerce” is used for. Daniel Galindo explained that under the preservation areas, commerce is anything that is industrial, commercial or business related.

Commissioner Stinnette stated that he feels the problem with “Main Street” is the terminology and that leads you to believe it has to be on Main Street and that “Corridor” provides more flexibility and refers to land use beyond Main Street.

Commissioner Adkins suggested “East Main”.

Commissioner Paciulli stated that Chairman Stein had noted in an email that the names are ok although it seemed that East Main Street is really just Main Street because West Main has other labels, and she asked if it is really just East Main and suggested Main Street Corridor.

Commissioner Stinnette suggested removing the word “Corridor”. The Commissioners agreed.

- 2) The Planning Commission will also note that the name of a Preservation Area has changed from “Open Space” to “Parks & Protected Space” since the concept draft. Does this name seem more appropriate?

Commissioner Stinnette stated that he feels that this adequately describes what the space is. Commissioner Paciulli and Chairman Stein agreed.

Commissioner Grim stated that it would put Crooked Run Orchard into the category when it is an agricultural business and does not want to take away from a working farm. Commissioner Stinnette stated it could read “Parks, Agricultural & Protected Space”. Commissioner Grim added that O’Toole could also go into that category. Daniel Galindo stated that the current zoning is Agricultural Conservancy/Commercial District and in the current comprehensive plan it is designated Agricultural/Tourist Commercial. Commissioner Grim stated she would not like to see a 250 year old business be placed in “Parks and Protected Space” which she feels discounts its value to the tourism business. Daniel Galindo stated he felt the options are to include it in the East End area and then, in the narrative, to discuss the balance as described by Commissioner Grim. Mr. Galindo added that he feels it can fall into the category and have a description of the special nature of it. Mr. Galindo added that another option would be to take the three properties and put them in their own preservation category.

Further discussion took place about what properties would fall into a possible new category as well as future growth.

- 3) Should the Hirst Corridor include the three commercially developed parcels southeast of the intersection of Hatcher Avenue and Hirst Road? Should it include any other areas?

Daniel Galindo stated that there are three commercially developed properties southeast of the intersection of Hatcher and Hirst Road that are shown as “Commerce” and asked if that is appropriate.

Commissioner Adkins stated she felt it should be left as is.

Daniel Galindo clarified that “Commerce” is intended to be retail, industrial or any business area that is not within one of the managed change areas.

Chairman Stein stated that the area has the potential to redevelop, and the plan could encourage a better use. She feels the purple should be extended further. Chairman Stein talked about moving some of the industrial out further which could be valuable land to the town.

Daniel Galindo clarified that designating an area as a preservation area would signify that overall the Commissioners are happy with what is there, and they want to maintain what is there. Mr. Galindo added that anything else should be considered for a Managed Change Area.

Commissioner Stinnette talked about coming up with an independent color for the western area of Hirst Road or to make it pink. The Commissioners agreed, and Commissioner Adkins stated she was in support of making it a different color. Chairman Stein talked about her hesitancy in giving it its own identity and added that she feels the residents want to see the potential for something else in the location. Daniel Galindo stated that it would be a Managed Change area with a separate designation – for now called Hirst West and Hirst East. Daniel Galindo asked where the KFC block should go if a west and east are going to be created. Commissioner Stinnette stated that if you follow the logic it goes on the west. The Commissioners agreed.

- 4) Compare the current Planned Land Use Map with Draft #1 and note that the northern portion of the Ball Property is currently planned for Mixed Use Commercial land uses (although it is zoned R-2, Single-Family Residential). The Ball Property is the large parcel to the west of 32nd Street just south of a row of three commercially zoned properties fronting West Main Street. Should this area be included in the West End? The three parcels along West Main Street are not particularly deep, so indicating that commercial uses are desired for this portion of the Ball Property could increase the likelihood of future redevelopment in the southern portion of the West End.

Chairman Stein asked for clarification as to where this property is located and asked if it was the one big property or all of it. Daniel Galindo confirmed it is the one big piece. Chairman Stein stated she feels the area should stay residential because it is an area of town where people expect to see homes rather than businesses.

Commissioner Stinnette asked if the coloring should be extended to include the Ball property. Chairman Stein stated she did not believe so because she feels that would be saying the town wants something different in that location. Chairman Stein added she feels it should be kept at the property line.

Commissioner Grim added that there is word that a developer is looking to develop it by-right.

- 5) Should the properties containing apartment buildings at the north end of North 16th Street be included in the East Main Corridor? While the apartments on the three eastern properties were constructed around 2001, the apartments on the western property were constructed circa 1986. As large parcels close to East Main Street, these could be prime sites for redevelopment during the life of the updated plan.

Daniel Galindo stated he is looking for clarification on whether anyone feels that these properties should be in a Managed Changed Area or left as Preservation-Residential. Daniel Galindo added that if it is left in the off-white color, the intention is that it will stay residential and apartments. Mr. Galindo added that if the Commission wants it to be considered as mixed use of some sort it should be Managed Change.

Chairman Stein stated she feels it should be Managed Change to encourage commercial use at a later time; however, she would not want it in the green area.

Daniel Galindo recommended leaving it in the category shown and adding a note about how it is a transition area where there could be some flexibility. The Commissioners agreed.

- 6) Nearly all of the parcels along Main Street that are currently zoned for commercial activity have been included in a Managed Change Area. To be clear, that does not mean the plan will indicate a desire to change every parcel in such an area. The associated narratives and small area maps will provide more information regarding the Town's desires which may include clear preferences for the preservation of certain properties/building/features. Given this, do the current boundaries seem appropriate? Are there any areas along Main Street where the "Commerce" Preservation Area designation might be more appropriate? How should the boundaries of these areas be changed (if at all)?

Daniel Galindo referenced the properties along Main Street and stated currently there is only one property in the Commerce category which is located east of the library. Mr. Galindo added that it could be in Downtown.

Commissioner Stinnette talked about the property to the east side of the library being the color as assigned and asked why it is not gold. Daniel Galindo stated that it could be or from there west could be gold, including the library. Commissioner Adkins asked why the library would not be left as Civic Institutional. Daniel Galindo stated it could be in gold and the plan could still note that the library would not get changed. Commissioner Stinnette suggested making it all gold.

- 7) The Town is currently processing an application to amend the comprehensive plan (CPA16-01) for the undeveloped properties at the center of Village Case which are approved for commercial uses and the undeveloped church site on the south side of Village Case. CPA16-01 has requested that both areas be designed for residential uses, but is currently unclear if CPA16-01 will be fully processed prior to any action on the

new comprehensive plan. Given the potential for awkwardly overlapping schedules for each item, how would the Commission like to designate these areas? As Preservation Areas of Commerce and Civic/Institution, respectively? As Preservation Areas of Residential? Something else?

Daniel Galindo referenced the areas for discussion. Commissioner Stein stated that the residents of Village Case want it to be residential and suggested making it all residential. Commissioner Stinnette agreed. Commissioner Paciulli asked if the church site would also become residential. Daniel Galindo stated that the HOA prefers for both areas to be residential. Commissioner Grim asked if this would require a rezoning. Daniel Galindo stated that part of the application is for a comprehensive plan amendment and the other part is to amend their proffer conditions. Commissioner Grim asked how this would affect amending the proffer. Daniel Galindo stated that, because it is a PDH, the proffered plan would still need amended. Commissioner Grim suggested discussing how this would impact the Town if a change is made. Daniel Galindo stated that if the two designations change it would negate the need for the comprehensive plan amendment if it has not already been done. Mr. Galindo added that the intention behind the broad preservation areas is that the density in these areas gets maintained.

Chairman Stein confirmed that the consensus is to go with residential. The Commissioners agreed.

- 8) The concept of the Historic Office/Residential designation shown on the Planned Land Use Map does not cleanly fit into either of the proposed Managed Change or Preservation categories, but Staff feels that it is closer to Preservation. If this concept is retained in the new plan, Staff believes that it would be best captured as part of the narrative discussing the Residential Preservation Area designation. This would allow the planning framework map to avoid including a number of residential homes in a Managed Change Area. Does the Commission agree that this is the best course of action?

Daniel Galindo referenced the areas to the south and east of downtown designated for historic office/residential in the current plan. Mr. Galindo asked whether to carry over the idea to the new plan which would note those areas as being potentially appropriate for light office use. Commissioner Paciulli suggested removing the zone.

Commissioner Van Istendal left the meeting at 9:15 PM.

Daniel Galindo confirmed the map would stay as is and discussed what the narrative would say and if it would support the idea of the R-3 zoning district.

The Commissioners discussed risks and regulations as well as setting the basis for future decisions.

Commissioner Stinnette stated he feels there may be more options such as expressing the intent of maintaining residential character then looking at the existing zoning and supporting regulations to make sure they are consistent.

Daniel Galindo stated he would move forward and specifics could be discussed another time.

Commissioner Grim stated her position was yes on both and no on both and talked further about the expense to businesses in Town.

9) What else would the Planning Commission like to discuss about Draft #1?

Chairman Stein suggested having a larger gap between Managed Change Areas and Preservation Areas in the legend. Daniel Galindo agreed.

ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 9:37 PM. The motion was seconded by Chairman Stinnette and passed with one absent.

Theresa Stein, Chairman

Diana Hays, Town Clerk

**MINUTES
PLANNING COMMISSION REGULAR MEETING
FEBRUARY 16, 2017, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

PRESENT: Theresa Stein, Chairman
Chip Paciulli, Vice Chairman
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
David Estey, Planning Commissioner
Kelli Grim, Planning Commission/Council Liaison

ABSENT: Britt Adkins, Planning Commissioner

STAFF: Daniel Galindo, AICP, Senior Planner
Michele Snyder, Planning and Zoning Associate

CALL TO ORDER OF REGULAR MEETING:

Chairman Stein called the Planning Commission Regular Meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

Commissioner Grim disclosed that she unintentionally ended up sitting next to a developer at the Chamber breakfast.

PUBLIC HEARINGS:

a) SUP16-02 – Virginia Regional Transit Commuter Parking Lot

Pete Sacripanti, CFO of GeoStructures at 413 Browning Court came forward to talk about his concerns with the proposal. Mr. Sacripanti noted that the buses would make a circular turn to pick riders up outside of the parking lot when there is also construction equipment and tractor trailers that come in and out of the court at the same spot. Mr. Sacripanti added that the other businesses have a fair amount of vehicles, and he questions the safety, flow, and whether or not the work done adequately considers other options. Mr. Sacripanti stated that he sees the other options to be a U-shape traffic pattern that comes in possibly through Browning and out on the other street east of Browning with the loading and unloading going on in the parking area rather than forcing a bus to make a tight circle to pick up or drop off. Mr. Sacripanti stated that the traffic is now significantly less than it used to be when the parking lot, maintenance and

inspection station were operating a year or two ago. Mr. Sacripanti questioned whether the permit pushes the traffic westward into a heavily used road when there may be another option with less impact to the existing businesses. Mr. Sacripanti stated, in response to a question from Commissioner Paciulli, that he felt that if the turnaround were inside the lot that it would be far better, and he would have no concern if the buses entered into the yard to pick up.

Eric Zicht, engineer with Zicht Engineering came forward with Bruce Allder with VRT who is the applicant for the SUP. Mr. Zicht added that VRT is a private, non-profit providing bus and street car service in Purcellville, throughout the County, and in a number of rural communities in Virginia. Mr. Zicht stated that the user of the parking lot would be Loudoun Transit which is a division of the Loudoun County Government. Mr. Zicht added that their goal is to get commuters into the city in the most economical way. Mr. Zicht added that Loudoun Transit would like to have a more permanent facility with greater capacity and a more convenient location until a new facility can be constructed at Fields Farm which is in the budget for Fiscal Year 2019, and that the proposed facility would be used for three to five years. Mr. Zicht added that the location has the capacity desired with almost 250 spaces, and the facility needs very few improvements to include bus shelters, sidewalk and pedestrian gate, and the relocation of two lights in the lot. Mr. Zicht talked about the landscaping. Mr. Zicht added that they feel this is a good project for the Town because it provides more capacity, a more convenient location and would reduce traffic on Main Street. Mr. Zicht added that a traffic study has been done.

Commissioner Van Istendal talked about the 250 spaces and that they may not be filled. He asked if it would be possible to designate some of the spaces as overflow for the bus turnaround. Mr. Zicht stated he can take that item to the owner, but it would be up to Loudoun Transit if that would be acceptable.

Commissioner Paciulli asked if the intent would be to take the turnaround area off of the cul-de-sac. Commissioner Van Istendal confirmed and added that they would only use the cul-de-sac if the overflow parking area were filled or if there were another condition that required it. Commissioner Paciulli also asked why the turnaround could not be placed onsite to resolve the concerns about the use of the cul-de-sac. Mr. Zicht added that they would need to go back to the user. Commissioner Paciulli talked further about landscaping and his preference for adding trees. Further discussion took place about the length of the use of the location and the planting of trees.

Commissioner Stinnette asked if a bus has tried the turnaround in the cul-de-sac. Mr. Zicht stated that they have turned around there many times because it was originally used for bus storage and parking, and it was used consistently. Commissioner Stinnette questioned whether or not the drivers would be able to easily make the turn in the circle. Mr. Zicht stated they need to look at where they can set up a bus boarding site within the lot, and he is not sure that it would work. Commissioner Stinnette asked how long it would take to consider a turnaround onsite and to come back with a proposal. Mr. Zicht stated that the key would be Loudoun Transit and what would be acceptable to them.

Mr. Allder, Director of Finance with VRT, stated they have the excess space and used to have the bus system that ran through Loudoun County; however, they did not win that contract three

years ago which gives them space. Mr. Alder stated they would have to go back to the County and get their ideas on using some of the spaces for a turnaround.

With no further comments, Chairman Stein closed the public hearing at 7:24 PM.

PRESENTATIONS:

None

DISCUSSION ITEMS:

a) SUP16-02 – Virginia Regional Transit Commuter Parking Lot

Commissioner Van Istendal stated that the suggestion of a sidewalk and a bicycle rack as noted in the staff report have not been incorporated into the concepts and asked if they would be open to doing it. Mr. Zicht stated it would be up to the County; however, he feels they would be open to the suggestion.

Commissioner Grim added that a condition should be that the turnaround is inside the lot based on the speaker's concerns and by seeing vehicles parked along the road which could cause problems. Mr. Zicht confirmed, in response to a question from Commissioner Grim, that because there is a sidewalk coming out at the south end and they will be installing one on the north side, that they would rather not pay for a third sidewalk. Commissioner Grim added that she feels the bike rack should be added.

Commissioner Van Istendal agreed with the bike rack recommendation and feels the bike rack would potentially help to mitigate some of the traffic through the Country Club neighborhood.

Chairman Stein talked about the two parcels owned by VRT and about adding the sidewalk. She asked if that was for Loudoun Transit to decide. Mr. Zicht stated they will be putting in one new sidewalk, and there is one existing. Mr. Zicht added that VRT would need to consider paying for a third sidewalk. Chairman Stein stated that part of the condition could say they would like the bike rack and additional sidewalk added.

Chairman Stein stated they are not ready to take action on the item because of the stated concerns and want the opportunity to explore bus traffic within the lot. Commissioner Paciulli asked why they could not take action as there is no concern with any citizens about what it would look like. Chairman Stein stated that if there were an engineering reason why the buses could not circulate within the interior of the property then it would change the context of the conditions. Commissioner Stinnette stated he would like to understand the feasibility before making a recommendation to Town Council. Commissioner Van Istendal agreed. Commissioner Grim stated she does not feel the request for the turnaround in the lot would be unreasonable based on the amount of traffic and safety issues for the existing businesses. Daniel Galindo added that if action were to be taken at this meeting, the item could meet the advertising deadlines for a public hearing in front of Council on March 14th, and if the Commission took action at the next

meeting, the item could meet advertising deadlines for a public hearing on March 28th, which would only be a two week delay.

Commissioner Grim requested that they review the turnaround, bike rack and additional sidewalk before the Planning Commission would take action at the next meeting.

ACTION ITEMS:

None

INFORMATION ITEMS:

a. Status of Priority Work Items

Daniel Galindo stated he had nothing to add in addition to the staff report.

Commissioner Grim asked if the next meeting would include a work session to discuss the comprehensive plan update. Daniel Galindo stated his intentions were not to have a work session until a rough draft is ready for review.

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

Commissioner Grim stated that the Alder School Road water main replacement passed and explained that there are nine homes on Alder School Road that have been water users of the Town. Commissioner Grim added that the work would be done in-house at the same time the County is redoing the road at the high school and covering 200 feet of the project.

Commissioner Grim added that some safety improvements along Hirst Road will take place with grant money paying for most of it.

Commissioner Grim stated that the formalizing of the Kipfer planned land use map designation was approved by Council.

Commissioner Grim stated that the Tree and Environment Sustainability Committee is now an official committee with members and that the high school environment students assisted with the selection of the committee name.

Commissioner Grim stated that on Monday, February 27th at 7:00 PM at the Carver Center there will be a public meeting regarding a new possible project on the Stupar property located at Maple Avenue and Hirst Road which would be a senior living community.

CHAIRMAN’S COMMENTS:

Chairman Stein encouraged the Commissioner’s to attend the public meeting on February 27th.

PLANNING COMMISSIONERS’ COMMENTS:

Commissioner Paciulli stated that there was a brief meeting on the stream buffer changes that had been discussed. He stated that Sally Hankins will be reviewing a couple of items and will provide her input shortly which will then be shared with the Commissioners. Commissioner Paciulli stated that, in regards to the C-4 building heights, he had talked with the BAR who created a sub-committee with which he has met. Commissioner Paciulli added that he shared the information from that meeting with Chairman Stein and Sally Hankins, and he would put together a draft for input from the Commissioners. Commissioner Grim requested that the draft clearly include what the language was as in the current comprehensive plan.

APPROVAL OF MINUTES:

None

ADJOURNMENT:

With no further business, Commissioner Van Istendal made a motion to adjourn the meeting at 7:47 PM. The motion was seconded by Commissioner Grim and carried with one absent.

Theresa Stein, Chairman

Diana Hays, Town Clerk